



# **CITY OF ST. MARYS, GEORGIA**

Information and Applications

Regarding Permitting for

Residential and Commercial Projects

Building

Electrical

Plumbing

Mechanical

Low Voltage

# **CITY OF ST. MARYS REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL CONSTRUCTION**

Updated January 2015

## **Building Codes In Use:**

1. 2012 International Building Code
2. 2012 International Residential Building Code
3. 1999 SSTF 10-99, Standard for Hurricane Resistant Residential Construction
4. 2014 NFPA 70, National Electrical Code
5. 2012 International Plumbing Code
6. 2012 International Mechanical Code
7. 2012 International Fire Code
8. 2012 International Fuel Gas Code
9. 2009 International Energy Conservation Code
10. 2012 International Existing Building Code
11. NFPA 101 Life Safety Code, 2012 Edition
12. GA Fire Marshal's Rules & Regulations
13. City of St. Marys Code of Ordinances, Chapter 54, "Flood Damage Prevention" (latest edition)
14. 2010 ADA Standards for Accessible Design
15. GA State Supplements and Amendments to the above codes

## **Design Requirements:**

1. All structures must be designed and built to withstand 120 MPH (3 second gust) winds, Exposure Category "B", minimum.
2. Finished floor elevation of the structure must be a minimum of 16-inches above the high point of the adjacent road.
3. Maximum structure height limitation of the City of St. Marys, Code of Ordinances, Section 110, must be complied with.
4. Marsh line, for property located on a salt water marsh, must be established by GA DNR within a year of starting any construction on the property.
5. No construction can take place within 25 feet of the normal water's edge of a lake, pond, or other body of water considered to be state waters. Building and Public Works official will determine wetting buffer boundaries when applicable.
6. All structures for human habitation, located in a flood zone, must be constructed a minimum of 24" above the base flood elevation in which it is located. A "Pre-Elevation Certificate" will be required prior to the issuance of a building permit and a "Post Elevation Certificate" will be required prior to the issuance of the Certificate of Occupancy. Both are required to be prepared by a registered professional Georgia surveyor.
7. Owner/Contractor may be required to submit a lot inspection report prepared by a registered professional Georgia surveyor prior to the construction of any footers, piers, slab, foundation or floor.

**CITY OF ST. MARYS REQUIREMENTS FOR**  
**RESIDENTIAL AND COMMERCIAL INSPECTIONS**

Updated April 2014

1. Building:
  - a. Setbacks
  - b. Sediment Control
  - c. Pier/Footing/Slab
  - d. Bond Beam/CMU Fill
  - e. Termite Treatment (record purpose only)
  - f. Wall and Roof Sheeting Nail Off
  - g. Window and Exterior Door Installation
  - h. Framing Prior to Cover Up (includes structural, electrical, plumbing and HVAC rough in)
  - i. Insulation
  - j. Gas Vent
  - k. Fire and Life Safety (commercial projects)
  - l. Final (Certificate of Occupancy)
2. Plumbing:
  - a. Pre-Slab
  - b. Rough In Prior to Cover Up
  - c. Gas Piping Prior to Cover Up
  - d. Final (Certificate of Occupancy)
3. Electrical
  - a. Temporary Pole
  - b. Rough In Prior to Cover Up
  - c. Grounding
  - d. Pre-Final
  - e. Final (Certificate of Occupancy)
4. HVAC
  - a. Rough In Prior to Cover Up
  - b. Final (Certificate of Occupancy)
5. Low Voltage
  - a. Rough In Prior to Cover Up
  - b. Final (Certificate of Occupancy)
6. Swimming Pool/Enclosure
  - a. Shell
  - b. Grounding
  - c. Piping
  - d. Cool Deck
  - e. Final (Certificate of Occupancy)



**ITEMS REQUIRED FOR SUBMITTING FOR BUILDING/ELECTRICAL/  
MECHANICAL and PLUMBING PERMITS IN THE CITY OF ST. MARYS**

Updated January 2015

**Site Plan: Prepared by a GA Registered Surveyor with the following information:**

1. Property dimensions and orientation
2. Location and description of property boundary markers
3. Proposed construction located on the property, including driveway
4. Highways or streets adjacent to the property, including elevation(s)
5. Any and all easements
6. Building restriction lines
7. Wetlands, ponds, or lakes on or adjacent to the property
8. Elevations of property and flood hazard zone
9. Subdivision name and lot number, if any
10. Location of water and sewer connections or well and septic tank

**Foundation Plan and Details, Elevation Details, Wall Details (Interior and Exterior)**

**Floor Plan:**

1. Finished floor elevation
2. Window/door location and size
3. Room/area designation/use

**Electrical Plan:**

1. Outlets
2. Type of service and diagram
3. Lights
4. Wiring diagram
5. Location of disconnect panels

**Plumbing Plan:**

1. Fixture layout
2. Drain layout and size
3. Water pipe layout and size
4. Size of water meter

**Mechanical Plan:**

1. Size of A/C unit
2. Type of heat
3. Duct layout (manual "D")
4. If a restaurant:
  - a. Hood with fire suppression system
  - b. Equipment layout
5. Calculations for sizing of heating/cooling units (manual "J")

Complete the building/electrical/low voltage/mechanical/plumbing permit applications and the authorized permit agent form and submit with **2 sets of plans** (if commercial 3) **and 2 site plans** (if commercial 3). You will need to include a copy of the state contractor's license for the general contractor and all sub-contractors. **The GC and all subs must be licensed by the State of Georgia**. You will need to submit a copy of the contract between you and your client as well as contracts between you and each of your subs. In addition, you will need to provide a copy of a current occupational tax registration certificate aka a business license for the general contractor and all subs. If you have a **current** one for **ANY CITY OR COUNTY WITHIN THE STATE OF GEORGIA** we will honor it, just submit a copy of it. If not, you will be required to obtain one from St. Marys by completing an application.

## Fee Schedule for Building/Electrical/Mechanical/Plumbing/Low Voltage/Demolition Permits

Adopted in Legal Assembly September 16, 2013

**Building Permit** – Permit fee is ½ of 1% of the “actual contract cost” of the general construction work including the trades, minimum \$50. You will be required to submit a copy of the contract with the Building Permit Application. \$50 administrative fee in addition to permit fee. **NOTE: Homeowner’s applying for a new construction building permit the fees will be based on material and labor costs for the general construction and all trades.**

**Electrical Permit** - Permit fee is 2% of the “actual contract cost” of the electrical work with a minimum of \$50. You will be required to submit a copy of the contract with the Electrical Permit Application. \$50 administrative fee in addition to permit fee.

**Low Voltage Permit** – Permit fee is 2% of the “actual contract cost” of the low voltage work with a minimum of \$50. You will be required to submit a copy of the contract with the Low Voltage Permit Application. \$50 administrative fee in addition to permit fee.

**Mechanical Permit** – Permit fee is 2% of the “actual contact cost” of the mechanical work with a minimum of \$50. You will be required to submit a copy of the contract with the Mechanical Permit Application. \$50 administrative fee in addition to permit fee.

**Plumbing Permit** – Permit fee is 2% of the “actual contract cost” of the plumbing work with a minimum of \$50. You will be required to submit a copy of the contract with the Plumbing Permit Application. \$50 administrative fee in addition to permit fee.

Note: Fee for replacing an existing hot water heater will be an administrative fee of \$50 only.

**Demolition Permit** – Permit fee \$100.00 regardless of structure size or materials

**Re-Establishing Disconnected Electrical Service** - \$35.00 permit fee, no additional administrative fee

**Re-Inspection Fee** - \$100.00 per re-inspection. **Fee to be paid prior to re-inspection.**

# WATER/SEWER CAPITAL RECOVERY FEES,

## METER & EQUIPMENT FEES

| <u>Size</u> | <u>Water Tap Fee</u> | <u>Sewer Tap Fee</u> | <u>Total Due</u> |
|-------------|----------------------|----------------------|------------------|
| ¾ inch      | \$ 1,095.00          | \$ 3,555.00          | \$ 4,650.00      |
| 1 inch      | \$ 1,775.00          | \$ 5,950.00          | \$ 7,725.00      |
| 1 ½ inch    | \$ 3,525.00          | \$ 11,805.00         | \$ 15,330.00     |
| 2 inch      | \$ 5,620.00          | \$ 18,875.00         | \$ 24,495.00     |
| 3 inch      | \$ 10,600.00         | \$ 35,285.00         | \$ 45,885.00     |
| 4 inch      | \$ 17,625.00         | \$ 35,385.00         | \$ 53,010.00     |
| 6 inch      | \$ 35,085.00         | \$ 58,940.00         | \$ 94,025.00     |
| 8 inch      | \$ 56,035.00         | \$187,575.00         | \$243,610.00     |

### Meter & Equipment Fees

|                  |                  |
|------------------|------------------|
| ¾ inch           | \$ 280.00        |
| 1 inch           | \$ 350.00        |
| 1 ½ inch         | \$ 500.00        |
| 2 inch           | \$ 575.00        |
| 3 inch           | \$2,300.00       |
| 4 inch           | \$3,000.00       |
| 6 inch           | \$4,600.00       |
| 8 inch or larger | To Be Determined |



## AID TO CONSTRUCTION FEE

Revised June 17, 2014

### Section 98-57 City Ordinance for Construction Fee

- (a) In order to connect to the City of St. Marys water and/or wastewater utility system, all residential, commercial, institutional, industrial or any other structure requiring water and/or wastewater utility services, shall pay an aid-to-construction fee in addition to any fees required by ordinance prior to connecting to the city water and/or wastewater system.
- (b) The aid-to-construction fee will be based upon improvements needed for the water or wastewater infrastructure and construction or expansion of the water or wastewater treatment facilities serving the city. The city currently has two wastewater treatment facilities. The current wastewater treatment plants are known as the Point Peter Plant and the Scrubby Bluff Plant. Each aid-to-construction fee will be based on the expansion or construction needed for any and all improvements or expansions of the water and wastewater plants serving the city. **These fees will only be used for the improvement or expansion of the water and wastewater treatment facilities located within the city.**
- (c) The aid-to-construction fee for commercial subdivisions and/or structures, and residential subdivisions and/or structures shall be calculated based on the estimated average daily water consumption of each type of structure or unit as outlined in Table 98-57.1, multiplied by the estimated construction cost per gallon, as listed in the fee ordinance, then multiplied by the number of units. **The estimated aid-to-construction cost per gallon shall increase May 1 of each succeeding year, beginning in May 2010, at a rate of five percent.** If the proposed use is not included in Table 98-57.1, then the daily average water consumption rate shall be determined by the City Manager and/or their designee.

Owner/Developer of any structure shall have the option of providing an Earthcraft or LEED (Leadership in Energy and Environmental Design) certified facility that may modify the daily average water consumption rate as listed in Table 98-57.1. The aid-to-construction fee shall be the lower of the figures derived from using either figures from 98-57.1 or the LEED or Earthcraft certified figures. The City will only accept certified LEED or Earthcraft figures from a current Georgia registered professional engineer or current Georgia registered architect.

For example: for a 2011 development with 50 units of one bedroom apartments the fee would be GPD (Table 98-57.1) X Cost Per Gallon X Unit Total = Aid-To-Construction Fee or  $150 \times \$12.58 \times 50 = \$94,350.00$  would be the aid-to-construction fee.

- (d) Aid-to-construction fees for commercial or residential projects that do not require subdivision review and approval shall be paid with submittal of a request for a building permit. Aid-to-construction fees for commercial or residential subdivisions shall be paid prior to the receipt of a building permit for any structure.

- (e) Additions and renovations made to existing structures shall pay an aid-to-construction fee based on the number of fixtures to be added. The fee shall be calculated based on 10 units per fixture and then multiplied by the current estimated construction cost per gallon.

Earthcraft and LEED certification may also be used for existing structures. The relocation of one or more fixtures within the same existing building envelope will not require an aid-to-construction fee.

**Note: See next page for Table 98-57.1**



Aid To Construction Fee

Table 98-57.1

|    | A   | B   |
|----|---|---|
| 1  | <b><u>Structure Type</u></b>                  | <b><u>Water Usage in Gallons Per Day(GPD)</u></b>   |
| 2  | Airport                                       | 2 Per Passenger Plus 14 Per Employee  |
| 3  | Assembly Hall                                 | 2 Per Seat  |
| 4  | Barber Shop/Beauty Parlor                     | 55 Per Chair  |
| 5  | Boarding House                                | 60 Per Room   |
| 6  | Boarding House with Laundering Services       | 60 Per Room Plus 500 Per Washing Machine  |
| 7  | Boarding House with Dishwashing Machine       | 60 Per Room Plus 50 Per Dishwashing Machine   |
| 8  | Bowling Alley                                 | 75 Per Lane   |
| 9  | Car Wash with Wand Wash                       | 200 Per Bay   |
| 10 | Car Wash with Hand Wash                       | 700 Per Location  |
| 11 | Car Wash with Drive Thru Automated Wash       | 3,500 Per Site  |
| 12 | Call Center                                   | 5 Per 100 Square Feet of Building   |
| 13 | Clinic-Medical/Surgical/Outpatient            | 150 Per Exam Room   |
| 14 | Clinic-Psychiatric-Non Exam                   | See Office Listing  |
| 15 | Correction Institution/Prison/Jail            | 125 Per Bed Plus 10 Per Employee  |
| 16 | Club-Non-Residential Recreation Facility      | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff  |
| 17 | Club-Residential Recreation Facility          | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff  |
| 18 | Daycare                                       | 10 Per Employee   |
| 19 | Dental Office                                 | 150 Per Chair   |
| 20 | Department Store - Retail                     | 5 Per 100 Square Feet of Building   |
| 21 | Drug Store                                    | 300 Per Store   |
| 22 | Factory/Manufacturing Facility                | 15-35 Per Person Per Shift As Determined By Review Of Process Not Including Water/Sewer Needed For The Process Used   |
| 23 | Funeral Home                                  | 10 Per 100 Square Feet  |
| 24 | Highway Rest Areas                            | GPD Per Person Per Day Based On Engineering Criteria For Size Of Bldg. And Anticipated Use Factors As Submitted By GADOT, And Reviewed And Approved By The City Manager Or Designated Staff Member. |
| 25 | Hospital                                      | 100 Per Bed   |
| 26 | Hotel/Motel - No Kitchens                     | 60 Per Room For 2 Person-Each Extra Person Add 25 GPD   |
| 27 | Hotel/Motel Plus Food Service                 | 60 Per Room Plus Food Service As Listed Above   |
| 28 | House Of Worship                              | 1 Per Seat  |
| 29 | House Of Worship With Daycare Or School       | 1 Per Seat Plus 10 Each School Personnel  |
| 30 | House Of Worship Fellowship Hall With Kitchen | 25 Per Seat Plus 50 Per Seat For Dishwashing  |
| 31 | Kennel  | 15 Per Cage   |
| 32 | Kindergarten No Meals                         | 10 Per Person   |

|    | A  | B  |
|----|--|--|
| 33 | Kitchen For Daycare Or Kindergarten                        | 10 Per Person  |
| 34 | Laundry, Self Service                                      | 200 Per Machine  |
| 35 | Laundry, Commercial  | 1,000 Per Machine  |
| 36 | Manufactured Home Park                                     | 300 Per Site   |
| 37 | Marina Without Bathhouse                                   | 10 Per Boat Slip   |
| 38 | Multi-Family - One Bedroom                                 | 100 Per Unit   |
| 39 | Multi-Family - Two Bedrooms                                | 150 Per Unit   |
| 40 | Multi-Family - Three or More Bedrooms                      | 200 Per Unit Plus 50 Per Additional Bedroom  |
| 41 | Nursing Home   | 150 Per Bed  |
| 42 | Office (Except Medical or Dental)                          | 15 Per Person  |
| 43 | Parks - Day Use With Flush Toilets                         | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff Not To Exceed 5 Per Person                          |
| 44 | Picnic Areas With Flush Toilets                            | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff Not To Exceed 5 Per Person                          |
| 45 | Physician's (Medical) Office                               | 10 Per Outpatient Procedure Room Plus 10 Per Exam Room   |
| 46 | Residential - One Bedroom                                  | 150 Per Unit   |
| 47 | Residential - Two Bedrooms                                 | 200 Per Unit   |
| 48 | Residential - Three or More Bedrooms                       | 300 Per Unit Plus 50 Per Additional Bedroom  |
| 49 | Restaurant - Less Than 24 Hour Service                     | 25 Per Seat - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service                        |
| 50 | Restaurant - 24 Hour Service                               | 50 Per Seat - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service                        |
| 51 | Restaurant - Drive-In                                      | 30 Per Car Space - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service.                  |
| 52 | Restaurant - Carry Out Only                                | 35 Per 100 Square Feet Of Building - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service |
| 53 | Retail   | 400 Per Toilet Room  |
| 54 | Schools - Day, No Showers Or Cafeteria                     | 15 Per Student And Staff   |
| 55 | Schools - Day With Cafeteria                               | 20 Per Student And Staff   |
| 56 | Schools - Day With Showers And Cafeteria                   | 25 Per Student And Staff   |
| 57 | Service Station, Full Service (Fuel And Convenience Items) | 25 per 100 Square Foot   |
| 58 | Service Station With Garage Repairs                        | 100 Per Pump   |
| 59 | Shopping Centers   | .16 Per Square Foot  |
| 60 | Speculative Buildings                                      | .1 Per Square Foot Adjusted Upon Occupancy   |
| 61 | Stadium  | 2 Per Seat   |



Aid To Construction Fee

Table 98-57.1

|    | A                                       | B   |
|----|---|---|
| 62 | Storage - Mini Warehouse                | 1.5 Per 100 Square Foot (gross)   |
| 63 | Swimming Pools Except Residential Pools | 10 Per User Based On Legal Code Occupancy   |
| 64 | Tavern, Bar, Lounge - No Meals          | 15 Per Seat   |
| 65 | Tavern, Bar, Lounge - With Meals        | 15 Per Seat Plus Food Service Plus Usage For "Restaurant - Less Than 24 Hour Service" As Listed Above   |
| 66 | Travel Trailer (RV) Park                | 150 Per Space   |
| 67 | Theater - Drive In                      | 3 Per Car   |
| 68 | Theater - Inside Fixed Seating          | 3 Per Seat  |
| 69 | Veterinarian Office                     | 20 Per 100 Square Foot (gross)  |
| 70 | Warehouse                               | 400 Per Toilet Room   |
| 71 | Construction Not Described Above        | Water/Sewer Usage Costs As Determined By The City Manager And/Or Staff Member As Designated By The City Manager. Fees Calculated Over \$100,000 Shall Be Submitted To The Mayor And City Council For Review And Approval. |



LOT INSPECTION REPORT FOR

LOT

**EXAMPLE OF LOT INSPECTION REPORT**

ITEMS CHECKED:

|               |                          |                  |                                     |
|---------------|--------------------------|------------------|-------------------------------------|
| CORNER STAKES | <input type="checkbox"/> | BATTER BOARDS    | <input checked="" type="checkbox"/> |
| FORM BOARDS   | <input type="checkbox"/> | STRING LINES     | <input checked="" type="checkbox"/> |
| FLOOR SLAB    | <input type="checkbox"/> | CONC. FOUNDATION | <input type="checkbox"/>            |
|               |                          | EXIST. STRUCTURE | <input type="checkbox"/>            |

LOT CORNERS:

FOUND ALL ☒

RESET: \_\_\_\_\_

REQUIRED LOWEST FINISHED FLOOR (BY LOCAL GOVERNMENTAL AGENCIES) 1.0' ABOVE CL ROAD  
REQUIRED FINISHED FLOOR AS PER SITE PLAN 16.7'

BUILDING CONFORMS WITH SETBACK  
REQUIREMENTS & FLOOD ZONE REGULATIONS

FINISHED FLOOR ELEV.: 16.8'

ELEV. ABOVE EXISTING GRADE: ±1.4'

ELEV. ABOVE EXISTING PAVING: ±1.6'



CORRECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

RE-INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SETBACK REQUIREMENTS:

FRONT: 25'

SIDES: 5' (10' BETWEEN HOUSES)

REAR: 10' (20' BUFFER)

CHECKED BY: ERIC TAYLOR

DATE: 04/30/2013

F.B. DATA COLLECTOR

APPROVED BY: [Signature]

DATE: 04/30/2013



PREPARED BY:

**BERNARD LAND  
SURVEYORS**

300 CAMDEN AVE.  
WOODBINE, GEORGIA 31569  
(912)-576-8854



# CITY OF ST. MARYS

## BUILDING PERMIT APPLICATION

# BP

PERMIT NUMBER: \_\_\_\_\_ DATE APPLIED : \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_ EXPIRATION : \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

DESCRIBE REASON FOR PERMIT: \_\_\_\_\_

ACTUAL CONTRACT COST: \_\_\_\_\_ COPY OF CONTRACT ATTACHED: \_\_\_\_\_  
(GENERAL CONSTRUCTION WORK INCLUDING TRADES)

SPECIAL CONDITIONS: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

\_\_\_\_\_ OCCUPANCY TYPE: \_\_\_\_\_

\_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_

### \*\*\*\*\*NOTICE\*\*\*\*\*

**THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN SIX MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED, OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED. WORK MUST BE COMPLETED WITHIN 24 MONTHS FROM DATE OF PERMIT ISSUANCE.**

**\*\*PERMIT FEES ARE NON REFUNDABLE\*\***

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF OTHER STATE OR LOCAL LAW

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE



# **CITY OF ST. MARYS**

## **ELECTRICAL PERMIT**

### **APPLICATION**

# E1

PERMIT NUMBER: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

#### **CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON ELECTRICAL LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF THE WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **COPY OF CONTRACT TO BE SUBMITTED WITH APPLICATION**

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

LOW VOLTAGE WIRING ON THE PROJECT: \_\_\_\_\_ NO \_\_\_\_\_ YES

**IF YES, PLEASE COMPLETE THE LOW VOLTAGE APPLICATION**

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

IS THIS FOR RECONNECTION OF DISCONTINUED SERVICE: \_\_\_\_\_

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





**CITY OF ST. MARYS**  
**ELECTRICAL LOW VOLTAGE PERMIT**  
**APPLICATION**

E2

PERMIT NUMBER: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON LOW VOLTAGE LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF THE WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COPY OF CONTRACT TO BE SUBMITTED WITH APPLICATION**

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50 ADMIN FEE

ELECTRICAL ON THE PROJECT: \_\_\_\_\_ NO \_\_\_\_\_ YES

**IF YES, PLEASE COMPLETE THE ELECTRICAL APPLICATION**

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# **CITY OF ST. MARYS**

## **PLUMBING PERMIT APPLICATION**

P

PERMIT NUMBER: \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

### **CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON PLUMBING LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **COPY OF CONTRACT TO BE SUBMITTED WITH APPLICATION**

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**CITY OF ST. MARYS**  
**MECHANICAL PERMIT APPLICATION**

M

PERMIT NUMBER: \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON MECHANICAL LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER : \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COPY OF CONTRACT TO BE SUBMITTED WITH APPLICATION**

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## Authorized Permit Agent Form

### State of Georgia Licensing Board for Residential and General Contractors

License verification by permitting office should be verified by visiting [www.sos.ga.gov](http://www.sos.ga.gov) and clicking on Search for a Professional License.

Licensed Contractor: \_\_\_\_\_ Individual and/or \_\_\_\_\_ Qualifying Agent

Name of Licensed Individual: \_\_\_\_\_

(Please attach a copy of individual or company license reflecting company and qualifying agent license number)

License Number of Individual or Qualifying Agent: \_\_\_\_\_

Name of Licensed Company (if applicable): \_\_\_\_\_

I, \_\_\_\_\_, hereby designate

(Licensed Individual or Qualifying Agent)

\_\_\_\_\_ to apply for and obtain the permit(s) for the project at:

(Please attach a copy of the authorized permit agent's driver's license)

\_\_\_\_\_, Lot Number: \_\_\_\_\_

Street Address

\_\_\_\_\_  
Apartment or Suite Number

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of Individual or Qualifying Agent \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Expiration of Notary \_\_\_\_\_

Seal